



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF ADMINISTRATION

ISSUE DATE: March 12, 2004
CLOSING DATE: March 26, 2004

ANNOUNCEMENT NUMBER:
OA-04-04-VM

Title, Series & Grade:
Human Resource Specialist (Staffing)
GS-201-13

(\$72,108 - \$110,775)
Full Performance Level: GS-14.

Vacancy Location:
Executive Office of the President
Office of Administration
Human Resource Management Division
Washington, DC 20503

AREA OF CONSIDERATION: Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for noncompetitive appointment under Special Authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

NOTE: Due to potential delays in the U.S. Postal Service, we encourage applicants to submit an electronic application or fax it to (202) 395-1262 or (202) 395-1194 to ensure safe and timely receipt of applications. We cannot guarantee that applications mailed will be received before the closing date of the announcement to receive consideration.

MAJOR DUTIES: The individual selected for this position will provide professional staffing and recruitment services to assigned agencies of the Executive Office of the President (EOP) that are covered by diverse authorizations, laws, rules and regulations. Prepares vacancy announcements for merit promotion and delegated examining cases.

Additionally, the individual selected will perform staffing and recruitment functions for employees in the competitive and excepted services. Staffs a significant number of career and non-career Senior Executive Service positions. Tracks a variety of Presidential appointments to facilitate appointment once confirmed. Ensures all pre-employment requirements are met including qualifications, security, and drug testing.

The incumbent will be expected to manage and administer Delegated Examining Units for the offices under the Executive Office of the President. Posts all vacancies, determines eligibility of applicants, adjudicates veteran's preference, instructs rating panels, and maintains comprehensive documentation and records for audit by the Office of Personnel Management (OPM). As such, the incumbent will be required to have a wide and diverse knowledge of 5 CFR 213, 5 CFR 315 and 5 CFR 316.

The incumbent will be responsible for directing the processing of personnel and pay transactions and the proper maintenance of records through a Human Resources Assistant (Pay Technician). Researches and interprets personnel and pay laws and regulations to advise managers and ensure compliance. Works jointly with staff of the Human Resources Management Division to fully execute and properly coordinate the following programs:

1) position management/classification; 2) employee benefits; 3) retirement; 4) employee relations/adverse actions.

MINIMUM QUALIFICATIONS REQUIREMENT: One year of specialized experience is required. Specialized experience is experience directly related to the line of work of the position to be filled, and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, the experience must be comparable to the next lower grade level in the Federal service.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the rules and regulations governing staffing, recruitment, and hiring in the Federal government.
2. Ability to operate a Delegated Examining Unit.
3. Knowledge of an automated personnel and payroll system such as Modern and DCPS.
4. Ability to communicate orally and in writing with top level management and representatives of customer agencies to accomplish intended human resources objectives.
5. Knowledge of innovative and effective recruitment techniques to attract highly skilled employees in a competitive labor market.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.

APPLICATIONS WILL NOT BE RETURNED.

RELOCATION EXPENSES WILL NOT BE PAID TO THE APPLICANT SELECTED.

NOTE: Applicants are required to provide an attachment addressing the Knowledge, Skills and Abilities listed above.

If you omit any of the required information specified in Optional Form 510, "Applying for a Federal Job" your application may be rated INELIGIBLE. You can find the required information at <http://www.opm.gov/forms/pdfimage/OF0510.pdf>.

BASIS OF RATING: APPLICANTS WILL BE RATED BASED ON AN EVALUATION OF THEIR EXPERIENCE/EDUCATION AND ON THEIR WRITTEN RESPONSES TO EACH OF THE KNOWLEDGE, SKILLS AND ABILITIES LISTED ABOVE. APPLICANTS SHOULD PROVIDE A SUPPLEMENTAL DOCUMENT (ON PLAIN PAPER, NO FORM REQUIRED), ADDRESSING EACH FACTOR SEPARATELY IN NARRATIVE FORMAT WITH DETAILED ANSWERS AND EXAMPLES OF RELEVANT EXPERIENCE.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Users of the Telecommunications Device for the Deaf (TDD) may call: (202) 395-1160.

HOW TO APPLY:

PLEASE NOTE: Due to potential delays in the mail system, we encourage applicants to submit an electronic application or fax it to us (202) 395-1262 or (202) 395-1194 to ensure timely receipt of your application. **We cannot guarantee that applications which are mailed will be received by the closing date of the announcement.**

FAX the following:

- (1) an Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510, is included in your application;
- (2) your latest SF-50, Notification of Personnel Action, and Performance Appraisal if you are a current or former Federal employee;
- (3) on a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Factors, and
- (4) if applicable, SF-15, Application for 10-point Veteran Preference.

ELECTRONIC SUBMISSION OF YOUR RESUME: You can submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add any additional information specified in this announcement, such as Selective Factors and Quality Ranking Factors.

When you have finished and select 'Send', your resume will be sent to our agency. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send OPM's online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our agency. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again. You may wish to fax a copy of this confirmation message with any materials that must be faxed in order to complete the application to (202) 395-1262 or (202) 395-1194.

SECURITY CLEARANCE: A security clearance background investigation will be conducted.

DRUG TESTING: The applicant tentatively selected for this position will be required to submit to urinalysis screening for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

EEO STATEMENT: Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or nonmembership in employee organizations, or non-disqualifying physical disability. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application.

NOTE: **Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.**

SPECIAL NOTE

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below (A and/or B) are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.

2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.
3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria.
6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.